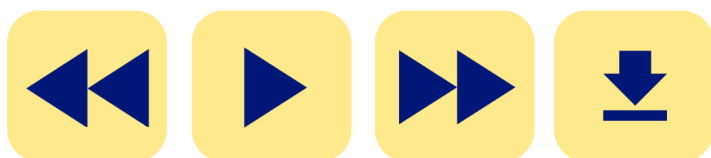


A comprehensive guide to the Accessibility Toolbar, featuring a breakdown of its functions, FAQs, and keyboard shortcuts.

You can view and use our website in a way that works best for you. You can access the Assisive Toolbar by selecting Accessibility on the top right of the page.

## Text-to-Speech



This feature can read our digital content aloud.

**Back:** Rewind to the previous paragraph of text.

**Play:** Click the Play button to read the text aloud.

**Forward:** Skip forward to the next paragraph of text.

**Download Audio:** Highlight a section of text and download it as an audio file to consume offline.

## Translation



Our web content can be quickly and easily translated into text in over 100 languages and read aloud in 64 languages.

○ **Language:** Translate text into a different language.

○ **Play:** Click the Play button to read the text aloud.

## Text Styling & Customisation



You can change the way the website looks, customising the site's colour scheme as well as text font size, colour and spacing.

- **Decrease:** This will decrease the text size.
- **Font:** Choose from a range of fonts and customise line height, spacing and size.
- **Increase:** This will increase the text size.
- **Colour:** Customise the colour palette of a website, including the background, text and link colours.
- **Focus Text:** Emphasise the most critical parts of words, to guide the eyes smoothly through the text.

## Focus Tools



While reading content it can sometimes be hard to focus on one area. To simplify, the accessibility toolbar provides five main tools; ruler, screen mask, text-only mode, margins and cursor options.

- **Ruler:** Use the reading ruler to stay focused on lines of content.
- **Cursor Options:** Customise the cursor size and colour to help focus on page location.
- **Screen Mask:** Filter out unnecessary distractions to focus on the content you want to read.
- **Text-Only Mode:** Removes all images, video and design leaving text and links to consume.
- **Margins:** While in text-only mode reposition text on the screen to aid ease of reading.

## Reading Aids



To read online content more easily, the accessibility toolbar provides three main tools; a magnifier, a page summariser and a dictionary

- **Dictionary:** Easily highlight a word and find the definition on the page.
- **Page Summariser:** Eliminate unnecessary content, to surface core information to easily understand at different reading ages.
- **Magnifier:** Like the offline world, zoom x2 onto a section of the website page to aid reading.

## Settings



Edit the user settings, including reading speed and voice type, reset the toolbar to default settings, and explore in-depth how to use it.

- **Settings:** Adjust your Accessibility Toolbar settings.
- **Reset:** This will restore the default settings.
- **User Guide:** This will give you an overview of the Accessibility Toolbar Features

## Keyboard Shortcuts

- **Tab:** to move to the next toolbar button.
- **Shift+Tab:** to go backwards
- **Spacebar:** to select a button and to change toggles
- **ctrl+right:** play next element
- **ctrl+left:** Play previous element
- **ctrl+alt+p:** play the current element
- **ctrl+alt+f:** show font menu
- **ctrl+alt+c:** show theme menu
- **ctrl+r:** Enable/Disable ruler
- **ctrl+d:** Enable/Disable dictionary
- **ctrl+l:** Show translation languages
- **ctrl+x:** Enable/Disable text-only mode
- **ctrl+m:** Show page margin settings
- **ctrl+shift+o:** Show/Disable settings menu

## Frequently Asked Questions

### Q: Do I need to download anything?

A: No. The Accessibility Toolbar is cloud-based software so there is no need to install anything on your computer.

### Q: How do I launch the Accessibility toolbar?

A: To launch the accessibility toolbar you will need to click on the Accessibility button. This will then launch the toolbar, which will appear at the top right of the page.

### Q: How Do I Disable the Auto Read?

A: To disable the auto read you need to click on the button marked "Settings". This will give you a list of 3 functions to choose from. You need to click on the bottom to the Right of the option marked "Autoplay" This will then disable auto-read.

### Q: Does the Accessibility toolbar work across different operating systems and mobile devices?

A: Yes. the software works on multiple devices and operating systems including Android, iOS, Linux, Mac, and Windows devices.

### Q: Can I save my Settings?

A: The Accessibility toolbar uses cookies to save user settings.

## Frequently Asked Questions

### Q: How do I change the Language?

A: To change the language of the website you need to select the button marked "Languages". This will then produce a drop-down list of all the languages. Find the language that you want from the list and press on it, the site will then be converted to that language.

### Q: How do I create an MP3?

A: To create an MP3, first turn off the Autoplay option located within the settings button. Highlight the section of Text that you wish to create into an MP3. Once highlighted select the Download Audio button from the toolbar. You will then see a message telling you that your file is being created. Once created you will see the file appear ready at the bottom of the web page. You can now either listen to the file created or save it to a location of your choice.

### Q: How do I Turn the Accessibility Toolbar Off?

A: To Close the Accessibility toolbar simply click on the icon marked "Close" to the right of the Toolbar.

If you have any questions about the **Accessibility Toolbar** you can get help via email at [info@reciteme.com](mailto:info@reciteme.com) or call **0191 432 8092**.